

**CLASS SPECIFICATION**  
**SAN DIEGO CITY CIVIL SERVICE COMMISSION**  
**POLICE OFFICER I**

**DEFINITION:**

Under immediate supervision in a training program, to perform increasingly responsible law enforcement and crime prevention duties; and to perform related work.

**\* EXAMPLES OF DUTIES:**

- Responds to emergency calls for police assistance;
- Patrols an assigned area to enforce laws;
- Investigates suspicious conditions, traffic accidents, and complaints;
- Makes arrests;
- Questions witnesses and suspects;
- Assists in making investigations;
- Conducts searches for missing persons and stolen property;
- Administers first aid and assists the injured;
- Prepares reports on investigations, offenses, arrests, and other activities;
- Serves criminal and civil papers;
- Issues citations;
- Prepares evidence and testifies in court;
- Fingerprints, photographs, books, supervises, and transports prisoners;
- Reports unsafe or hazardous conditions;
- Answers inquiries from the public;
- Participates in training programs;
- Practices the use of firearms.

**MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Minimum age 21 years. Graduation from a high school located with the U.S. or a U.S. territory **OR** passage of the California High School Proficiency Examination **OR** G.E.D. with scores that meet the California standard established by the American Council on Education **OR** possession of a two or four-year degree from an accredited college or university; **AND** graduation from a California P.O.S.T approved Police Academy with a Basic Peace Officers Course Certificate **OR** possession of a California Basic P.O.S.T. certificate. Certificates must be dated within the last one year. Possession of a valid California Class C Driver's License.

- \* EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.